

**RETURN TO:** Peggy Kaatz  
Madison County Clerk & Recorder  
PO Box 366  
Virginia City MT 59755

## **YOUR DOCUMENT HEADING**

**(M.C.A. 7-4-2636 & 7-4-2637. Effective April 28, 2007)**

**THIS DOCUMENT IS AN EXAMPLE of a STANDARD document for the State of Montana. You will record documents that meet these standards at \$7.00 per page. (Filed document fees remain at \$5.00 per document, and do not fall under the statute referenced above.)**

**STANDARD** Documents must be on white paper in dimensions of either 8 ½" X 11" or 8 ½" X 14" and must be of not less than 20lb. weight.

**MARGINS:** 1<sup>st</sup> PAGE must have at least a three (3) inch margin at the top, at least a one (1) inch margin at the bottom and one half (1/2) inch on each side. ALL SUBSEQUENT PAGES: At least one (1) inch at the top and bottom and one half (1/2) inch on all side margins. (PLEASE NOTE: pages of ledger size – 11" X 17" – will be recorded as two pages, and will be considered non-standard.)

Your "Return to" must be inside of the three inch margin in the **upper left hand** corner of the first page of your document. (as shown above) You may also place page numbers and other document designations in the margins. These would include items that may relate to *your* filing information, but not related to the recording of your document: page numbers, initials, loan numbers, file numbers and other types of transactional information.

Documents should be a minimum of 10 pt. type. If you are hand printing or filling in a form, please do so in **black or blue** ink. Printing must be legible and remain within the margins. This insures that all your information will be readable when the document is scanned and micro filmed, and that your document is indexed correctly. *Documents that are done in cursive writing or which contain highlighted areas will be recorded as non standard. (AREAS ON RECORDED DOCUMENTS THAT HAVE BEEN "HIGHLIGHTED" COULD BE UNREADABLE ONCE SCANNED.)* Signatures and seals must also be in either blue or black ink, and remain within the margins as designated above.

**Additionally**, documents conveying real property must include the names of the parties to the conveyance on the first or second page of any document **AND** must include a legal description of the property.

**EXEMPT FROM THESE REQUIREMENTS:** All officially certified court documents; other government (including out of state) documents.

**If your document does not meet these standards, it will be recorded at NON-STANDARD FEES: \$11.00 for the *first five* pages of the document, and \$7.00 for each subsequent page of that document. (EXAMPLE: a seven page, non-standard document has recording fees of \$69.00) **REMINDER: If even one page of your document is non-standard, the entire document is considered to be NON-STANDARD.** If you have any questions, feel free to call our office at (406) 843-4270. Or visit our website at [madison.mt.gov](http://madison.mt.gov).**